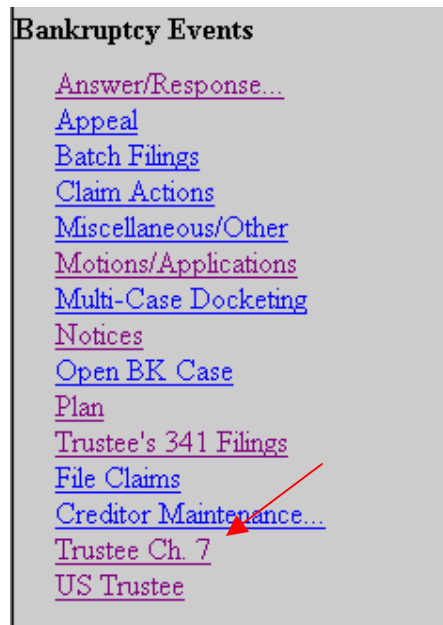


Certificate of Service

1. Click on **Bankruptcy** on the CM/ECF Main Menu Bar.



2. Click on **Trustee Ch. 7**.



3. Enter the case number.

A screenshot of the 'Trustee action' form. The form has a title 'Trustee action' and a section 'Case Number(s)'. The 'Case Number(s)' field is a text box containing '03-11070'. To the right of the text box is a yellow highlighted area containing the text '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. Below the text box are two buttons: 'Next' and 'Clear'.

4. Select **Certificate of Service**.

Trustee action

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02-Dismiss Case

Asset Liquidation Report

Bill of Sale

Certificate of Mailing

Certificate of Service

Compensation

Defer Fee

Dismissal of Adversary Case

Next

Clear

5. Click on **Next**.
6. Click on the **Browse** button.

Trustee action:

[03-11070-DLR Charles Harven Gunnells and Karen Jean Gunnells](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

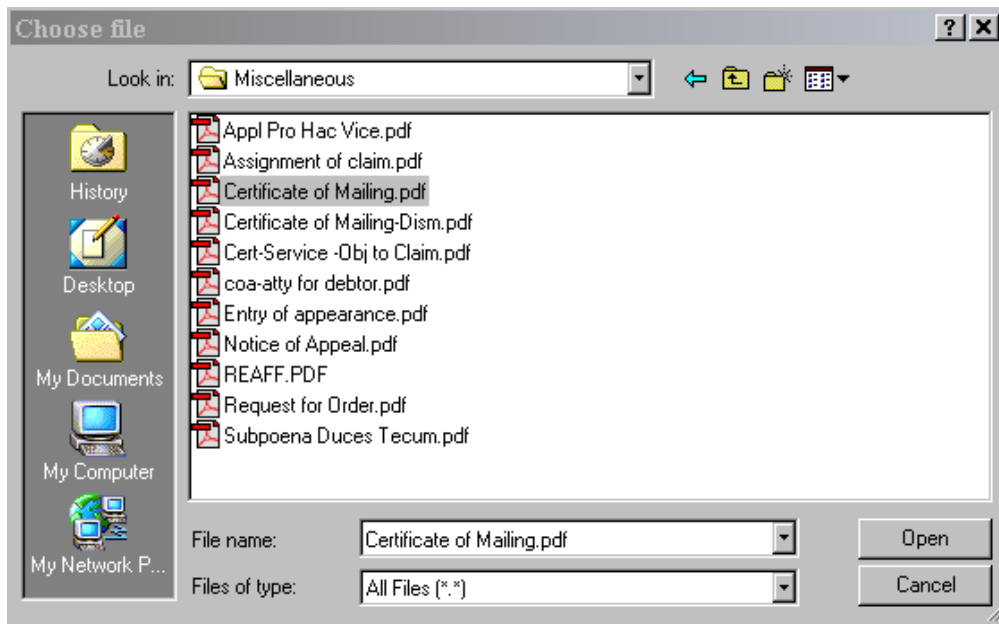
Browse...

Attachments to Document: ☒ No ☐ Yes

Next

Clear

7. Navigate to the appropriate drive and folder.



8. Right click on the appropriate document.
9. Left click on **Open**.
10. View the document to ensure this is the proper pleading.
11. Close the document and minimize Acrobat.
12. With the appropriate document highlighted, click the **Open** button in the “Choose File” window.

Trustee action:
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Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

13. With the file name in the browse box, click on the **Next** button.

14. Select the appropriate event(s) to which the Certificate of Service relates.

Trustee action:
[03-11070-DLR Charles Harven Gunnells and Karen Jean Gunnells](#)

Select the appropriate event(s) to which your event relates:

☒ 10/10/2003 [13](#) Objection to Debtor's Claim of Exemptions. (Bradshaw, Scott)
☐ 10/10/2003 [14](#) Motion to Dismiss Case and Certificate of Service. (Bradshaw, Scott)

15. Click on **Next**.

16. Docket Text Screen displays. Review the docket entry and add any additional text.

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Docket Text: Modify as Appropriate.

Certificate of Service (related document(s)[13]). (Bradshaw, Scott)

17. Click on **Next**.

18. The Final Text Screen displays. You will have no further opportunity to modify this submission if you continue. If there are no modifications to be made to the docket text, click on the **Next** button. If you need to modify the docket text, click on the **Back** button to the appropriate screen and make corrections. Remember, once you change a screen, you must complete all screens after that point again.

Trustee action:

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Docket Text: Final Text

Certificate of Service (related document(s)[13]). (Bradshaw, Scott)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

19. The **Notice of Electronic Filing** will appear.

- The Notice of Electronic Filing screen display is the verification that the filing has been sent electronically to the court's database.
- Clicking on the case number hyperlink will display the docket report for this case. Click on **Run Report** to view the docket sheet.
- Clicking on the document number hyperlink will display the PDF image of the document just filed.

Trustee action:

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U.S. Bankruptcy Court [TRAIN]

Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Bradshaw, Scott entered on 10/10/2003 at 6:47 PM CDT and filed on 10/10/2003

Case Name: Charles Harven Gunnells and Karen Jean Gunnells

Case Number: [03-11070-DLR](#)

Document Number: [15](#)

Docket Text:

Certificate of Service (related document(s)[13]). (Bradshaw, Scott)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:F:\Intracourt\CMECF\Test Pleadings\Miscellaneous\Certificate of Mailing.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1052166465 [Date=10/10/2003] [FileNumber=15098-0]
[8387411bddf351721c88cf94e9b3c42c438a5611c00e9fcd5588c8a25e591b4a2e4
5833048739ccfadf2fae94431831427f895fa52310eef326fb096ac8082d]]

03-11070-DLR Notice will be electronically mailed to:

03-11070-DLR Notice will not be electronically mailed to: